

# Wage Garnishment Payments Guide

This guide provides instructions for staff to use the Employer “Guest” Link to Make Electronic Wage Garnishment Payments. The following URL will also allow any employer, registered or not, third party, etc., access to make a credit/debit card or ACH electronic check payment for employee’s they have in garnishment.


- **Guest URL located on DEW website.**

<https://scuihub.dew.sc.gov/ESS/WageGarnishmentPayment.htm>

1. Click on URL, the user will navigate to the Wage Garnishment Payments screen
2. Enter all the required fields

Employer FEIN, SEIN, Business Name, Contact Person Name, Title, Phone Number & Email are ALL required fields to be entered.

## WAGE GARNISHMENT PAYMENTS



### Instructions

- You must comply with the notice(s) received and withhold the individual's wages to satisfy the outstanding debt.
- All fields are required.
- Please ADD the individual(s) you have received garnishment notices for to Start the payment process.
- If additional assistance is needed, please contact the DEW's Unemployment Insurance Division using the Claimant self-service line at 1-866-831-1724 (toll free). Follow the prompts to speak to with a representative regarding a debt, weekdays between 8 a.m. and 4 p.m.

Employer FEIN  
112223344

Employer SEIN  
995511

Business Name  
My Business

#### CONTACT INFORMATION

Contact Person Name  
John Smith

Contact Title  
Payroll

Phone Number  
1112223333

Email Address  
john@mybusiness.com

Download Template

Upload Employees

No Of Rows

Add Employee

SSN	FIRST NAME	LAST NAME	WAGE GARNISHMENT AMOUNT
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TOTAL Amount

\$ 0.00

Next

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3. Once all fields are entered, the employer can use the Download and Upload options to add the individuals manually, see step 4
4. The Employer has the option to either select the amounts of rows to be added, depending on the number of individuals they are going to make a payment for, or to download a CSV (excel) file and put their information on the file and then upload it.
5. To add manually add a claimant(s), select/enter the number of rows to be added
  - a. Employer would then enter the SSN, First Name, Last Name and Amount being paid for the 3 individuals

SSN	FIRST NAME	LAST NAME	WAGE GARNISHMENT AMOUNT
111223333	Joe	Smith	\$ 100
222334444	Jane	Doe	\$ 100
333445555	My	Employee	\$ 100

TOTAL Amount \$ 300.00

6. To use the csv File option, click the “Download Template” button
  - a. Employer would enter each individuals SSN, First Name, Last Name and Dollar Amount

	A	B	C	D
1	Employer Name	My Business		
2	Employer SEIN	995511		
3	Employer FEIN	112223344		
4	Claimant SSN	First Name	Last Name	Amount
5	999887777	Tom	Smith	50
6	888776666	My	Employee	75
7	777665555	John	Williams	100
8	666554444	Jane	Miller	33.87
9	555443333	Dan	Jones	100
10	444332222	Alex	Bell	250
11				

7. Employer would save the file

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8. Employer would then choose the Upload Employees button. All information entered on CSV file will automatically populate

No Of Rows  Add Employee

SSN	FIRST NAME	LAST NAME	WAGE GARNISHMENT AMOUNT
999887777	Tom	Smith	\$ 50
888776666	My	Employee	\$ 75
777665555	John	Williams	\$ 100
666554444	Jane	Miller	\$ 33.87
555443333	Dan	Jones	\$ 100
444332222	Alex	Bell	\$ 250

TOTAL Amount \$ 608.87

Next

9. From either adding rows or download/upload the template, the employer would click Next and be advised that they are leaving the DEW website and to confirm be clicking Next

**CONFIRM ACTION**

You are leaving the DEW website. The screen layout and appearance will be different. Click "Next" to continue.

Cancel Next

10. Employer would then leave the Dew website and land on the SC.GOV payment
11. Employer would enter the address and select either Credit/Debit Card payment method or select the Edit button and change to ACH Electronic Check

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**SC.GOV** Contact

1 Payment Type 2 Customer Info 3 Payment 4 Submit Payment

**Transaction Detail**

These charges will appear on your statement as two transactions. The total Cost of Sale will be sent to SC DEW. The total Service Fee\* SC.GOV will be sent to SC.GOV.

SKU	Description	Unit Price	Quantity	Amount
01	Garnishment Payment	\$300.00	1	\$300.00
Total				\$300.00

**Transaction Summary**

Garnishment Payment	\$300.00
Service Fee* SC.GOV	\$6.10
<b>TOTAL</b>	<b>\$306.10</b>

**Payment**

**Payment Type** ✓ Edit

**Credit/Debit Card**

**Customer Information**

Complete all required fields [ \* ]

Country \*  
United States

First Name \*  
John

Last Name \*  
Smith

Address \*

Address 2

City \*

State \*  
Select State

ZIP/Postal Code \*

Phone Number \*  
111-222-3333

Email \*  
john@mybusiness.com

**Next** >

**Payment Information**

**Cancel**

**Need Help?**  
Note: These charges will appear on your statement as two transactions.

12. Credit/Debit card payments through MySC.Gov have an associated Service Fee charged by SC.GOV based upon the total dollar amount of the payment being made. The Electronic Check method has a flat \$2.50 service fee
13. Employer would continue on by either entering their credit/debit card information or their banking information for the electronic check.
14. Submit their payment and get a confirmation. If the employer has an issue submitting the payment they need to be referred to SC.Gov.

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SC.GOV

Contact

Payment Receipt Confirmation

Your payment was successfully processed.

Print

Receipt Contact Information

Contact NameSC Department of Employment and Workforce

Transaction Summary

Description	Order ID	Amount
SC DEW - SCUBI - TEST		\$608.87
TOTAL	67762530	\$608.87

Description	Order ID	Amount
Service Fee* SC.GOV	67762572	\$11.35

Transaction Detail

These charges will appear on your statement as two transactions. The total Cost of Sale will be sent to SC DEW. The total Service Fee\* SC.GOV will be sent to SC.GOV.

SKU	Description	Unit Price	Quantity	Amount
01	Garnishment Payment	\$608.87	1	\$608.87
	Service Fee*SC.GOV	\$11.35		\$11.35
	Total			\$620.22

The online price of items or services purchased through SC.GOV, the state's official Web portal, includes funds used to develop, maintain, enhance and expand the service offerings of the state's portal.

Customer Information

Customer NameJohn Smith  
Local Reference ID265  
Receipt Date6/13/2023  
Receipt Time01:54:55 PM EDT

Payment Information

Payment TypeCredit Card  
Credit Card TypeVISA  
Credit Card Number\*\*\*\*\*1111

Billing Information

Billing Address123 tree  
col, SC  
25201  
US  
Phone Number111-222-3333  
This receipt has been emailed to the address below.  
Email Addressjohn@mybusiness.com

Continue

15. Select continue and they would be returned to the Guest URL Payment screen

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Employer FEIN

Employer SEIN

Business Name

CONTACT INFORMATION

Contact Person Name

Contact Title

Phone Number

Email Address

Download Template

Upload Employees

No Of Rows

Add Employee

SSN	FIRST NAME	LAST NAME	WAGE GARNISHMENT AMOUNT

TOTAL Amount\$ 0.00

Next